

DDA Business Operations Staffing and Training Policies and Procedures				Page 1 of 2
Requirement / Source				Yes No N/A Remarks

Agency:		Date of Review:			
	POLICIES/PROCEDURES				
16.04.11.400.04	Does the agency have policies and procedures in place to prevent the hiring of a parent of a participant to provide services to the parent's minor or adult child?				
16.04.11.405.01	Does the agency have policies to assure that paraprofessionals do not conduct participant assessments, establish a plan of service, develop a Program Implementation Plan, or conduct collateral contact or IBI consultation?				
16.04.11.405.01	Does the agency have procedures in place to assure that only qualified professionals conduct participant assessments, establish plan of service, develop Program Implementation Plan, or conduct collateral contact or IBI consultation?				
16.04.11.405.02	Does the agency have procedures to assure that a professional, qualified to provide the service, give instructions, review programs, and provide training on the program(s) and procedures to be followed on a weekly basis or more frequently if needed?				
16.04.11.405.04	Does the agency have procedures to ensure that Intensive Behavioral Interventions provided by a paraprofessional is limited to ninety percent (90%) of the direct intervention time per individual participant?				
16.04.11.405.04	Does the agency have procedures to ensure that the remaining ten percent (10%) of the direct intervention time be provided by the professional qualified to provide and direct the provision of IBI?				
16.04.11.415.03	Does the agency have procedures to assure qualified IBI professionals and IBI paraprofessionals complete and pass a Department-approved training course and examination				
16.04.11.405.03	Does the agency have procedures to assure that a professional, qualified to provide the service, on a monthly basis (or more often if necessary) observe and review the work performed by the paraprofessional under his supervision to assure that the paraprofessional has been trained on the program(s) and demonstrates the necessary skills to correctly implement the program(s) Evidenced by monthly documentation for each paraprofessional.				
16.04.11.510.02	Does the agency have procedures in place to assure that services are provided within the scope of the care provider's training, licensure, and expertise?				
	STAFFING				
16.0.011.400.01	Does the agency have an <b>administrator</b> designated in writing that is accountable for all service elements of the agency and who must be employed on a continuous and regularly				

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	scheduled basis?				
16.04.11.400.01.a	If the administrator is not a Developmental Specialist as defined in these rules, does the DDA employ a <b>Developmental Specialist</b> on a continuous and regularly scheduled basis who is responsible for the service elements of the agency?				
16.04.11.400.01.b	Does the Developmental Specialist responsible for the service elements of the agency have two (2) years of supervisory or management experience providing developmental disability services to individuals with developmental disabilities?				
16.04.11.400.01.b	Does the agency have available, at a minimum, the following personnel, qualified in accordance with Section 420 of these rules, as employees of the agency or through formal written agreement? ( <b>General Staffing worksheet can be completed to assure compliance</b> )				
	<b>TRAINING</b>				
16.04.11.415.02	Does the agency have procedures in place to assure training of all professional and direct service staff and volunteers include the following as applicable to their work assignments and responsibilities?				
16.04.11.415.02.a	Correct and consistent implementation of all participant program plans to achieve individual objectives?				
16.04.11.415.02.b	Optimal independence of all participants is encouraged, supported, and reinforced through appropriate activities, opportunities, and training? [				
16.04.11.415.02.c	Correct and appropriate use of assistive technology used by participants?				
16.04.11.415.02.d	Accurate record keeping and data collection procedures?				
16.04.11.415.02.e	Consistent use of behavioral and developmental programming principles and the use of positive behavioral intervention techniques?				
16.04.11.415.02.f	Adequate observation, review, and monitoring of staff, volunteer, and participant performance to promote the achievement of participant objectives?				
16.04.11.415.02.g	Each participant's rights, advocacy resources, confidentiality, safety, and well being?				
16.04.11.415.02.h	The proper implementation of all agency policies and procedures?				

Notes: